

**Blue Ridge Community and Technical College  
Board of Governors Meeting**

*August 2, 2017, 11:30 am*

*Blue Ridge Community and Technical College Headquarters Building  
13650 Apple Harvest Drive, Martinsburg, West Virginia, 25403*

*In attendance:* Dr. Peter Checkovich, Brad Close, Stephanie Harvey, Keisha Hicks, Teresa McCabe, Kerri Namolik, Teresa Noll, Dr. Bill Stubblefield, Jim Rodgers, and Keith Unger.

*Guests:* Jennifer Barrett, Lisha Burks, Mike Byers, Brett Gallagher, Eileen Kusnirak, Megan Michael, Dr. Craig Miller, Dr. George Perry, Justin Ruble, Kristy Scarlata, Leslie See, and Dr. Ann Shipway.

*Call to order:* Keith Unger, Chair, called the August 2017 meeting to order at 12:01 pm.

*Approval of the June 2017 Meeting Minutes:* Jim Rodgers made a motion to approve the minutes from the June 2017 Board meeting; Stephanie Harvey seconded, and the motion passed unanimously.

*President's Report:*

President Checkovich began his report with the introduction of new Board members Keisha Hicks, Student Board Representative, and Kerri Namolik, Faculty Board Representative, for the 2017-2018 academic year.

President Checkovich welcomed Blue Ridge CTC graduate Eileen Kusnirak, who recently competed in the Phi Beta Lambda (PBL) National Leadership Conference in Anaheim, California. Ms. Kusnirak was awarded second place in the community services division of the competition for a clothing drive she organized while attending Blue Ridge CTC.

President Checkovich spoke about the upcoming Farm-to-Table dinners, which will feature local meats and vegetables. The meals will be hosted at the Headquarters building.

President Checkovich provided his *In the Media* report, which included articles on the College's budget and upcoming courses and events. President Checkovich highlighted an article on the Eastern Panhandle SHRM group, which was recently awarded the EXCEL Platinum Award from the National SHRM group. He also highlighted an article on the Morgan County Center.

President Checkovich spoke about the two percent budget cut the College received for fiscal year 2018. Due to the assistance of the local delegation, Blue Ridge CTC was spared from an additional \$130,000.00 cut. President Checkovich publicly thanked the local delegation for supporting the College and assisting with this.

President Checkovich spoke about the Federal Department of Education sanctions placed on West Virginia colleges. These sanctions are the result of the unified State audit not being submitted to the Department of Education by the March 31 due date. Blue Ridge CTC completed all audit responsibilities by February. This was delayed because of an issue with GASB 68 and retirement reporting; however, the College made every effort to obtain the information needed. The College will manage the situation, and this will not have a negative effect on students.

*Workforce Development Report:*

Dr. Ann Shipway announced that the College is working with Emsi to produce an economic impact study. The final report will be presented to the Board, and the Foundation Board will join the meeting as well.

Dr. Shipway presented on a new West Virginia Advance grant the College received to provide training to the Martinsburg Police Department. As part of the grant application, Chief Richards wrote a letter of support that was complimentary and supportive of the Criminal Justice and Human Services divisions.

Dr. Shipway reported that the lease for the Morgan County Center will be official within the week. A very reasonable rate was negotiated, and the College was able to retain its original footprint. Brad Close was publicly thanked for his assistance during the lease negotiation process. Renovations are in progress, and the College will be contributing approximately \$70,000.00 to enhance the Center. This includes new ADA compliant restrooms, new carpet and ceiling tiles. In addition, an innovative business incubation center will be developed. Jane Peters, who served on the Board in the past, will be working with the College to draft standard operating procedures for the Center.

*Rulemaking:*

Leslie See presented updates to the student code of conduct, which is part of the student handbook. Updates are related to Title IX, drug and alcohol amnesty, and the student judicial and dismissal processes.

Teresa McCabe made a motion to post the updated student code of conduct for the thirty-day comment period; Teresa Noll seconded, and the motion passed unanimously.

*Enrollment Report:*

Leslie See presented the current enrollment report. Degree seeking enrollment is on track with enrollment this time last year. There are many orientations scheduled during the next couple of weeks and enrollment will increase. Ms. See is confident that enrollment goals will be met, and enrollment will be comparable to where it was last year.

*Adjournment:* Stephanie Harvey made a motion to adjourn the meeting at 1:08 pm; Jim Rodgers seconded, and the motion passed unanimously.

Respectfully Submitted,

Megan Michael, Recording Secretary